

# Volunteer Application Form

Extension volunteers working with youth aged 19 and under and/or with adults who have severe mental, physical, or emotional disabilities must complete this application.

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Mailing Address: \_\_\_\_\_  
(Street) (City) (Zip)

Telephone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

Do you have a valid Michigan driver's license? ☐ Yes ☐ No

Do you have a valid automobile insurance policy? ☐ Yes ☐ No

Why do you want to be an MSU Extension volunteer?

---

---

---

Describe briefly your volunteer experience, work you have done with youth, vulnerable adults and community groups, and training you've received.

---

---

---

Please list your interests and skills. (For example: drama, food and nutrition, computers, photography, health/safety/wellness, animal science, horticulture, leadership, group process skills, citizenship, natural resources, marine and water resources, community service, career development.) Fee free to list any and all others!

---

---

---

I prefer: ☐ Working with youth aged ☐ 5 to 8, ☐ 9 to 12, ☐ 13 to 19. (Check all that apply.)  
☐ Working with adults with disabilities  
☐ Youth with disabilities.

How much time are you willing to spend as an MSU Extension Volunteer?

\_\_\_\_\_ Hours weekly. \_\_\_\_\_ Hours monthly.

Please list three references. Include business associates, employers, or social friends. Do not list relatives. Be sure you include persons who can provide information about your qualifications and suitability for working as a volunteer with MSU Extension programs.

Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

Have you ever been turned down as a volunteer with a youth-serving organization. ☐ Yes ☐ No

If so, please explain: \_\_\_\_\_

---

*I understand that my enrollment as a volunteer is contingent upon successful completion of the application process. I give my permission for the above-named references to release information about me and for my criminal history to be verified.*

*I understand that MSU Extension does not discriminate on the basis of race, color, national origin, gender, religion, political belief, sexual orientation, marital status, or family status, and that this application will be handled in a confidential manner.*

*I agree to serve as a volunteer for Michigan State University Extension. I understand that either party may cancel this relationship at any time.*

*I certify that the above information is correct. I agree to inform MSU Extension of any changes.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this form to: MSU Extension - Bay County  
515 Center Avenue, Suite 301  
Bay City, Michigan 48708-5124

*MSU is an affirmative-action, equal-opportunity employer.  
Michigan State University Extension programs and materials are open to all  
without regard to race, color, national origin, gender, gender identity, religion, age,  
height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.*

## **Volunteer Agreement and Code of Conduct**

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Mailing Address: \_\_\_\_\_  
(Street) (City) (Zip)

Telephone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

### **MSU Extension staff agree to:**

- Provide the volunteer with appropriate policies and procedures.
- Provide orientation about volunteer roles and the organization.
- Set educational tone and direction in conjunction with the appropriate MSU Extension committees.
- Offer leader training.
- Provide job descriptions.
- Provide assistance, program support and encouragement.
- Give recognition for time and energy devoted to MSU Extension.
- Implement ongoing affirmative-action policies and assist volunteers in doing the same.

### **Volunteer agrees to:**

- Meet leadership requirements and enroll as a volunteer.
- Follow the policies, philosophy, and procedures defined by staff and the appropriate Michigan State University Extension committees.
- Fulfill outlined job requirements without expectation of monetary compensation.
- Be supportive of the MSU Extension program and its activities at all levels.
- Abide by the MSU Extension Volunteer Code of Conduct.
- Affirm that the MSU Extension program actively seeks members from every race, ethnic, religious, and socioeconomic group.
- Supply MSU Extension office with all information about changes in the group or club, including membership, as they occur.

I have reviewed the agreement and am willing to serve in this capacity until either party cancels this agreement. If I am unable to continue as an MSU Extension volunteer, I will notify Extension staff at least one month in advance.

I have read the Bay County Code of Conduct on the back of this form and agree to comply with it.

### **Signatures:**

\_\_\_\_\_  
MSU Extension Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
MSU Extension Staff

\_\_\_\_\_  
Date

# Code of Conduct

Michigan State University Extension prides itself on providing quality educational programs. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

## **MSU Extension volunteers will:**

- Accept their responsibility to represent Bay County and MSU Extension programs with dignity and pride by being positive role model.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by Bay County and MSU Extension programs, and be courteous and respectful in dealings with other program participants.
- Abstain from, and not, tolerate physical or verbal abuse.
- Comply with equal opportunity and anti-discrimination laws.
- Avoid criminal activities.
- Under no circumstances, possess, sell, or consume alcohol, or possess, sell, or use controlled substances at an MSU Extension activity or event.
- Under no circumstances, attend or participate in an MSU Extension activity or event under the influence of alcohol and/or controlled substances.
- Operate machinery, vehicles, and other equipment in a responsible manner.
- Report a violation of the Code of Conduct of which I am aware.

It is important that all Michigan State University Extension volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension representatives may lead to dismissal as a volunteer from the MSU Extension program.

*MSU is an affirmative-action, equal-opportunity employer.  
Michigan State University Extension programs and materials are open to all  
without regard to race, color, national origin, gender, gender identity, religion, age,  
height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.*

## Volunteer Selection Process Criminal History Check Form

*To protect your privacy, this form will be seen  
only by Michigan State University Extension staff.*

**Please return this completed form to:**

MSU Extension - Bay County  
515 Center Ave., Ste. 301  
Bay City, Michigan, 48708-5124.

Name: \_\_\_\_\_  
Last First Middle Initial

Race: ☐ Caucasian/White ☐ Asian/Pacific Islander ☐ Other/ Unknown  
☐ African American/Black ☐ American Indian/Alaskan Native

Gender: ☐ Female ☐ Male Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Michigan Driver's License Number: \_\_\_\_\_

Previous Names (Married and/or Maiden): \_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I give Michigan State University Extension permission to check my criminal history with state and local police as well as with any jurisdictions in other states in which I may have lived.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** A criminal record will not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be an MSU Extension volunteer.

*MSU is an affirmative-action, equal-opportunity employer.  
Michigan State University Extension programs and materials are open to all  
without regard to race, color, national origin, gender, gender identity, religion, age, height,  
weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.*

